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STATE OF MISSISSIPPI  
HALEY BARBOUR, GOVERNOR PERSONNEL BOARD

DEPARTMENT OF FINANCE AND ADMINISTRATION

J.K. STRINGER, JR.  
EXECUTIVE DIRECTOR

MEMORANDUM

TO: All State Agencies With Time-Limited Positions

FROM: Deb Biggers *DB*

SUBJECT: FY 2009 Reauthorization of Time-Limited Positions

DATE: April 11, 2008

At the earliest opportunity, please review your FY 09 appropriation bill for the authorization of time-limited positions. Any requests for reauthorization of time-limited positions, that have been included in your FY 09 appropriation bill, should be sent directly to the State Personnel Board. Any existing time-limited positions, that are currently filled, are not included in your FY 09 appropriation bill, and for which you desire continuation authority after June 30, 2008, will require approval by the Department of Finance and Administration (DFA).

Procedures for the Registration of Authorized Agencies, Positions, and Program Budget Data for FY 09 will be delineated in Policy Memorandum No. 1, dated April 17, 2008 (copy attached). This memorandum establishes May 23, 2008 as the deadline for registering all permanent and time-limited employment positions. Regardless of whether DFA approval is required to continue or establish time-limited positions, all required documentation should be submitted to the State Personnel Board by the May 23rd deadline.

In order to avoid a break in service for time-limited positions, requests for time-limited positions currently filled and not included in your FY 09 appropriation bill should be received by the Office of Budget and Fund Management no later than May 23, 2008. All requests and supporting documentation should be submitted in accordance with Section 27-104-21 and with the DFA procedures established for submission of agenda items.

Your request will be promptly considered by the Department of Finance and Administration. To be effective July 1, 2008, all approved requests should be submitted on a Form Z-1 separate and apart from your initial Form Z-1 establishing your FY 09 expenditure authority. The State Personnel Board will be notified of DFA approval.

Should you have any questions or need assistance, please contact the DFA Budget Analyst assigned to your agency.

DTB: pw

pc: State Personnel Board  
Legislative Budget Office